

Meeting of the South Bank University Enterprises Ltd Board

3.00 - 5.00 pm on Wednesday, 7 December 2016
in DCG-07 - Clarence Centre for Enterprise and Innovation

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
10.	Any other business	3 - 6	PI

Date of next meeting
3.00 pm on Tuesday, 7 March 2017

Members: Paul Ivey (Chair), Richard Flatman, Gurpreet Jagpal and Hilary McCallion

Apologies:

In attendance: Michael Broadway, Joe Kelly, Rebecca Warren and Sally Black

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	CONFIDENTIAL
Paper title:	SBUEL Pay Benchmark Review
Board/Committee:	SBUEL Board
Date of meeting:	7 December 2016
Author:	Gurpreet Jagpal, CEO SBUEL
Purpose:	Information
Recommendation:	The committee is requested to note this information.

Executive Summary

The Annual Pay Review is due in December as part of the Board's Annual Business Plan.

Current total salary costs: £806,100
 Proposed total salary costs: £826,600
 Total difference: £20,500

It is confirmed these costs are within budget and in line with SBUEL HR procedures (copy appended) . The CEO will approve individual staff increases. The Board is asked to note this information.

SBUEL staff salaries are calculated based on a 'market rate' which is set at the point a job is created and advertised. Recruiting managers develop job descriptions and then, working with HR, a market appraisal is conducted. Once an individual is recruited there is no process in place to review and/or adjust salaries. Working with the HR Business Partner for SBUEL we have conducted a review of staff salaries

South Bank University Enterprises Ltd (SBUEL)

Human Resources Procedures

1. Creation authorisation and deletion of posts on SBUEL establishment

The Director of Enterprise has the authority within the terms of their letter of delegation to create, authorise, or delete positions on the SBUEL establishment in conjunction with the agreement of members of the SBUEL Board.

(This section was amended following the meeting of the SBUEL Board on 26th June 2012)

2. Review of Staff salaries and pension costs

The Director of Enterprise will report on staff costs and pension costs for all staff employed by SBUEL to the Board of Directors on a quarterly basis.

3. Recruitment of Staff to SBUEL

All staff recruited into SBUEL will be selected and appointed to clearly defined and transparent job descriptions. The arrangements for recruitment will be made broadly (but not exclusively) in accordance with the recruitment arrangements operated by SBUEL's parent Company (London South Bank University).

4. Pre-Employment Checks

All employees recruited into SBUEL will have all pre-employment checks completed prior to taking up their appointment e.g. health checks, qualification checks, references and right to work in the UK.

5. Remuneration

The remuneration package for each position in SBUEL will be established prior to the commencement of recruitment. Each package will be based on commercial rates of pay and will also, in most cases (but not all) carry with it an element of incentive e.g. a bonus which would be payable on achievement of objectives.

6. Probation

The Director of Enterprise will be responsible for putting in place probationary periods of employment for each new employee and carrying out assessments during this period to ensure that the employee meets all of the requirements for the post into which they have been appointed.

7. Maternity and Paternity leave and Pay

8. These will be as provided by Statute.

9. Sickness absence and pay

This will be as provided by Statute

10. Grievance and Disciplinary Procedures

These are as the Procedures for SBUEL as put in place in December 2011

11. Health and Safety

The obligations that apply to all SBUEL employees are as those as laid out in the SBUEL policy statement put in place in December 2011. The exception to this is the Director of Enterprise who is a key health and safety manager and whose specific obligations in this role are as laid out in the letter of delegation.

These procedures were approved at the SBUEL Board meeting which took place on the 26 June 2012

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